SWISS TIMING

FIS online entry list

User Manual

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1 About the system

The Online Entry System is an efficient tool to enter athletes' data in preparation for FIS World Cups and FIS Grand Prix events in Ski Jumping. The entries made in the system are binding for the corresponding event. Data are automatically transferred to the Swiss Timing data service. With this application, it is no longer necessary to send entry data to the Swiss Timing data service team prior to the Team Captain's meeting. In addition, all changes made to the entries are automatically communicated to the OC.

2 Access, login and user profile

2.1 Access and login

The FIS Online Entry System is accessible using the following URL:

http://fis.st-innovation.com/online_system

Please use the access information provided by Swiss Timing to access the system.

Fig. 1 Login

Access data usually consist of a nation code and a random password. This password can be changed as desired. Confirm the entry made by clicking on *Login*. For your convenience, you can save the password by activating the checkbox *Remember me next time*.

2.2 User Profile

This menu item is used to edit your user profile.

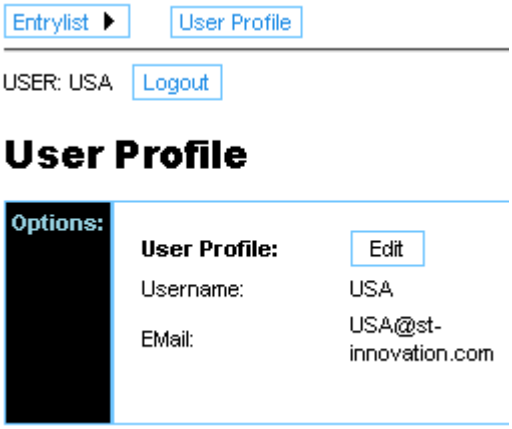

Fig. 2 User profile

When you select *Edit*, the following screen is opened:

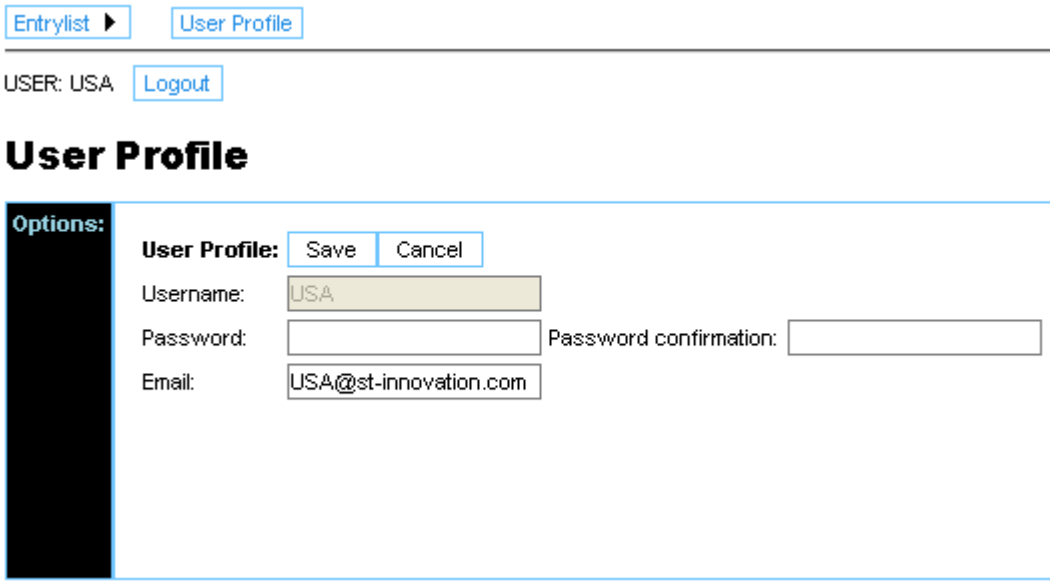

Fig. 3 Changing the user profile

You can change your password or indicate a different email address to which the system sends an automatic confirmation email when you made or modified the entries described above. Use *Save* to save the modifications or *Cancel* to quit.

3 Main screen

The main screen features 2 menu items:

- *Entry list* with submenus *Events*, *Athletes* and *Survey*
- *User Profile* menu.

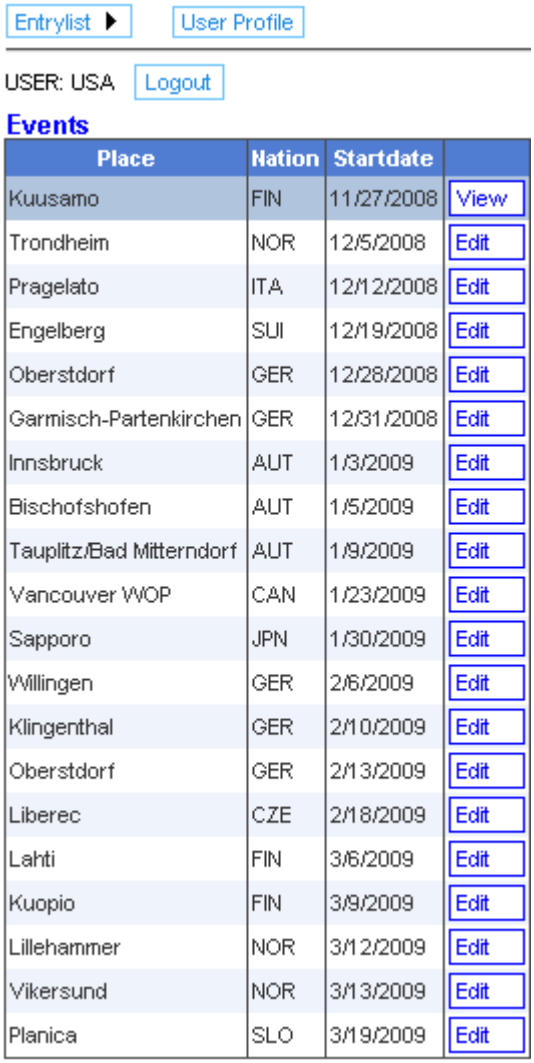

Fig. 4 Main screen

Events that have already taken place feature a *View* button, while future events can still be edited using the *Edit* button.

3.1 Athletes

This menu item is used to enter athletes and officials and to enter details on their stay. Select the desired event and click on *Edit*. The following screen is opened:

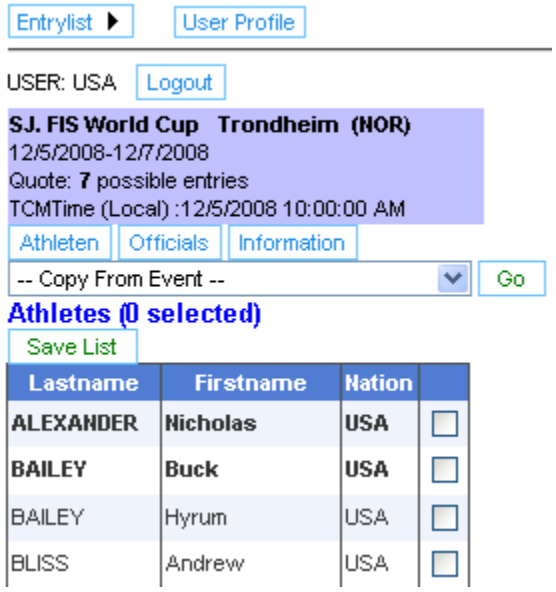

Fig. 5 Select athletes

Select the desired athletes from the list and confirm every selection using the checkmark. The more often an athlete is entered for events, the higher he appears on future lists. In addition, athletes who participated in earlier events are highlighted using bold characters.

If the entry list is the same as in a previous event, you can copy this list using the *Copy From Event* drop down menu.

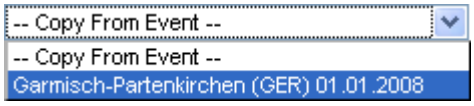

Fig. 6 Copy entry list from another event

When you are finished with your selection, click on *Save List*.

3.2 Officials

When you select the *Officials* button, you can enter the desired information on Officials including coaches, doctors and other team members. The following window is opened:

Fig. 7 Copy entry list from another event

Enter new Officials using the *New* button. The following window is opened:

Fig. 8 Entering a new Official

Enter name, first name and role. Use *Save* to save the entry or *Cancel* to quit the menu.

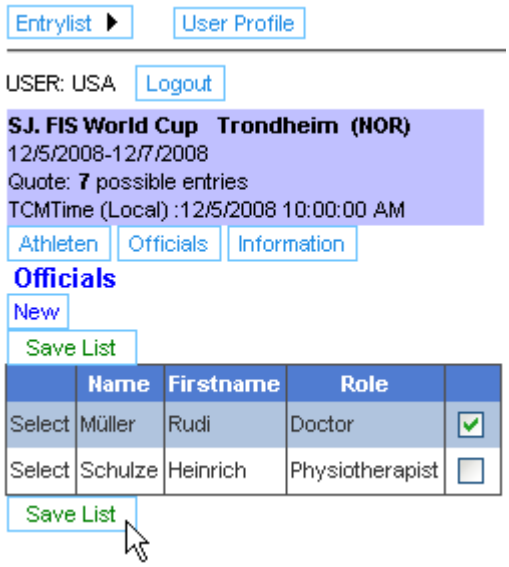

Fig. 9 Selecting Officials for the event

Once you have entered the desired Officials, you can use the checkmark to add them to the Officials Entry list of the event you are currently preparing. Confirm your selection using the *Save List* button.

The Officials and Athletes entry list can be modified until a certain time prior to the Team Captain's meeting. After that, the *Edit* button is unavailable.

3.3 Information

You can enter information on arrival, requested number of single and double rooms, type of arrival (flight no., car etc.) and contact information using the *Information* button. The following screen is opened:

Fig. 10 Entering travel information details

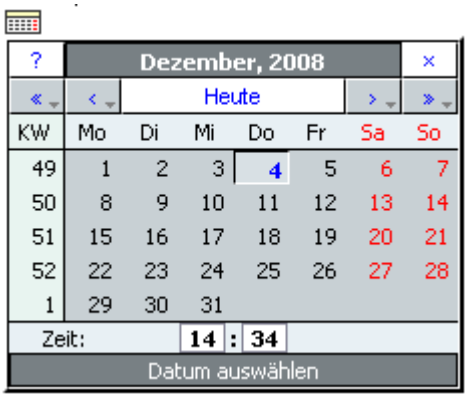

Fig. 11 Calendar option

For your convenience, this application includes a calendar function. You may either directly enter the arrival date or use the calendar function. Please note that the calendar entry is based on your operating system settings (country and date format). Make sure you enter the date in the following format: mm/dd/yyyy. You may have to modify the automatic calendar entry accordingly.

4 Entry list menus

4.1 Events

This menu item is used to return to the main screen described in Fig. 4 Main screen.

4.2 Athletes

This menu item provides an overview on important body measures entered by the FIS. For data privacy reasons, each Federation can only see measures of their athletes.

Fig. 12 Athlete measures

You can use the sort function by clicking on the table header.

4.3 Survey

Use the *Survey* menu item to provide feedback to the Organizing Committee on the event. The following window is opened:

Fig. 13 Survey

This screen presents an overview on events you can leave a survey comment. Select the desired event and click on *Next*.

You can now enter your comments on various event aspects including

Service:

- Organizing Committee
- Invitation
- Information
- Team Captain's Meeting

Transport:

- Arrival/departure
- From/to venue
- Parking

Accommodation:

- Rooms
- Food
- Flexibility

Accreditation:

- Categories
- Procedure
- Technical system

If you want to modify your entries, you can return to previous entry fields using *Prev.* Once all entries are complete, select *Finish*. Completed events with survey are marked with a green check.

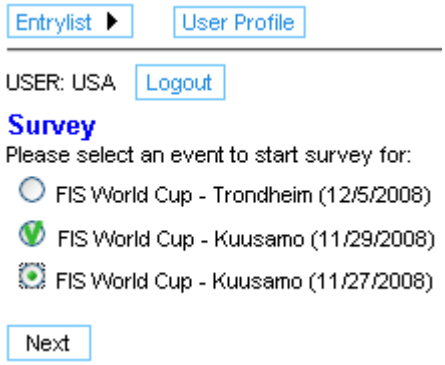

Fig. 14 Survey complete

Select *Next* if you want to enter the survey for another event.